

Syllabus for Written Examination

Post: Assistant Financial Controller

Total Marks: 100 Marks

1. Financial Accounting & Accounting Standards

1. **Preparation of Final Accounts:** Preparation and understanding of Trading Account, Profit & Loss Account and Balance Sheet of organizations including adjustments.
2. **Depreciation Accounting:** Methods of depreciation such as Straight Line Method and Written Down Value Method and their impact on financial statements.
3. **Accounting for Fixed Assets:** Recording acquisition, disposal and valuation of fixed assets including capitalisation of expenditure.
4. **Inventory Valuation:** Methods such as FIFO, LIFO and Weighted Average and their relevance in accounting and financial reporting.
5. **Accounting Standards (Basic Concepts):** General awareness of accounting standards applicable to companies and public sector undertakings.
6. **Provision, Reserves and Contingent Liabilities:** Meaning, accounting treatment and difference between provisions and reserves.
7. **Capital and Revenue Expenditure:** Identification and proper classification of expenses for financial reporting.
8. **Cash Flow and Fund Flow Statements:** Basic understanding of preparation and analysis of cash and fund flow statements.
9. **Bank Reconciliation Statement:** Preparation and understanding of reconciliation between cash book and bank statement balances.
10. **Rectification of Errors:** Identification and correction of accounting errors through journal entries.

2. Cost & Management Accounting

1. **Cost Concepts and Classification:** Understanding different types of costs such as fixed, variable, direct and indirect costs.
2. **Cost Sheet Preparation:** Preparation of cost sheet for determining cost of services or operations.
3. **Marginal Costing and Break-even Analysis:** Determination of break-even point and analysis of cost-volume-profit relationship.
4. **Budgetary Control:** Preparation of budgets and monitoring of actual performance against budget.
5. **Variance Analysis:** Analysis of variances between standard cost and actual cost for effective cost control.
6. **Standard Costing:** Basic principles of fixing standards and measuring operational efficiency.
7. **Activity Based Costing (Basic Concept):** Allocation of overheads based on activities.
8. **Transport Costing:** Determination of operating cost per kilometre, per passenger or per trip in transport services.
9. **Fuel Cost Analysis:** Monitoring and analysis of fuel consumption and its impact on operating cost.

3. Public Finance & Government Accounting

1. **Budget Preparation and Budgetary Control:** Preparation of annual budgets, allocation of funds and monitoring of expenditure.
2. **Public Sector Financial Management:** Financial administration and accountability in government organizations.
3. **Grant Management and Subsidies:** Accounting and utilisation of government grants and subsidies.
4. **Financial Rules in Government Undertakings:** Awareness of financial discipline, sanctioning procedures and financial regulations.
5. **Audit in Public Sector:** Understanding of internal audit, statutory audit and audit by Comptroller and Auditor General (CAG).
6. **Financial Accountability:** Mechanisms ensuring transparency and responsible utilisation of public funds.

4. Taxation & Statutory Compliance

1. **Goods and Services Tax (GST):** Basic concepts of GST including registration, input tax credit and filing of returns.
2. **GST in Transport Services:** Applicability of GST provisions in passenger and transport related services.
3. **Tax Deducted at Source (TDS):** Provisions relating to deduction of tax at source on payments such as contractor payments, professional fees etc.
4. **Income Tax Basics:** Basic provisions of income tax applicable to organizations and public sector undertakings.
5. **Professional Tax:** Basic knowledge of professional tax deductions and compliance.
6. **Statutory Returns and Compliance:** Filing of statutory returns and maintenance of records required under tax laws.
7. **Payroll Taxation:** Basic taxation aspects related to salary payments and employee deductions.

5. Financial Management

1. **Financial Statement Analysis:** Interpretation of financial statements to evaluate financial performance.
2. **Ratio Analysis:** Use of financial ratios for assessing liquidity, profitability and efficiency.
3. **Working Capital Management:** Management of short-term assets and liabilities to ensure smooth operations.
4. **Capital Budgeting:** Understanding of investment appraisal techniques such as Net Present Value (NPV) and Internal Rate of Return (IRR).
5. **Cash Management:** Planning and monitoring cash inflows and outflows.
6. **Investment Decisions:** Basic principles used in evaluating long-term financial decisions.

6. Transport Undertaking Finance & Operations

1. **Revenue Sources of Transport Undertakings:** Passenger fare revenue, advertising income, rentals and other operational receipts.
2. **Ticketing and Revenue Accounting:** Recording and monitoring revenue generated through ticketing systems.
3. **Fleet Cost Management:** Analysis of costs related to buses, maintenance and operations.
4. **Route Profitability Analysis:** Evaluating financial viability of transport routes.
5. **Fuel Management Systems:** Monitoring fuel consumption and preventing financial leakage.
6. **Financial Planning for Fleet Expansion:** Estimation and planning of funds required for procurement of vehicles.

7. Financial Awareness & Analytical Ability

1. **Interpretation of Financial Data:** Understanding tables, charts and financial figures for decision making.
2. **Basic Quantitative Reasoning:** Simple numerical analysis related to finance and accounting.
3. **General Awareness in Finance Sector:** Awareness of developments in public finance, transport sector and government financial policies.